

-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a Compliance Auditor in the Real Estate Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Matt Rayburn at mrayburn@ihcda.in.gov and Devyn Smith at devynsmith@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 593024 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Compliance Auditor (Type B)	Exempt
Department	Real Estate Development; Compliance and Asset Management Division	
Reports to	Compliance Manager	Date last revised: 9/26/13
Supervises	N/A	
Summary	<p>The Compliance Auditor contributes to fulfilling IHCD A's mission and strategic operational and program goals by ensuring that projects receiving federal and state funds through IHCD A remain in program compliance throughout the compliance/affordability period. The Type B Compliance Auditor focuses primarily on ongoing compliance for projects receiving rental housing tax credits through Section 42. However, the auditor will also be involved in ongoing compliance for projects receiving funding through the Home Investment Partnership Act (HOME), Community Development Block Grants (CDBG), Neighborhood Stabilization Program (NSP), and IHCD A's Affordable Housing and Community Development Trust Fund (DF, formerly TF).</p> <p>Primary responsibilities include monitoring for federal and state program compliance through conducting annual owner certification reviews and tenant file audits. Additionally, the auditor is expected to provide ongoing compliance-based technical assistance to owners and management agents.</p>	
Evaluation of performance	<p>Performance will be evaluated based on:</p> <ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon between the Compliance Auditor and the Compliance Asset Manager for each year; • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCD A and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	

<p>Key outcomes expected</p>	<p>Monitor RHTC, HOME, CDBG, NSP and Development Fund awards for ongoing program compliance:</p> <ul style="list-style-type: none"> ▪ Monitor completed projects throughout the compliance/affordability period by conducting annual owner certification reviews and tenant file audits. ▪ Notify owners/management of any noncompliance findings, work to resolve all findings, and provide strategies to avoid future noncompliance findings. <p>Develop, design, and revise compliance forms and manuals for the RHTC program:</p> <ul style="list-style-type: none"> ▪ Update internal procedure manuals as needed to ensure the monitoring procedures are current. ▪ Create and revise sample compliance forms and annual owner certification forms as needed. ▪ Make recommendations to the Compliance Manager and Chief Real Estate Development Officer (CREDO) on changes to compliance manuals and policies as appropriate <p>Incorporate compliance division feedback into the RED allocation process:</p> <ul style="list-style-type: none"> ▪ Provide feedback on organizational capacity of applicants ▪ Provide underwriting division with information on outstanding noncompliance or other performance concerns during the 8609 process <p>Review and approve/deny the following owner/management requests:</p> <ul style="list-style-type: none"> ▪ Utility allowance requests; ▪ Extended Use Policy requests (auditor will also create declaration amendments); and ▪ Staff unit / model unit requests. <p>Respond to all constituent/client questions within twenty-four hours unless out of office. If additional time is needed to find answers, provide follow-up to assure that IHCD is investigating the issue.</p> <p>Research regulatory and programmatic issues as needed.</p> <p>Represent IHCD on external committees, conference panels, IHCD sponsored training events, and at ground breaking/open house events, as assigned by the Compliance Manager or CREDO.</p> <p>Attend trainings and certification courses as assigned by the Compliance Manager or CREDO.</p> <p>Keep DMS updated with changes in project information and contact information.</p> <p>Write compliance related memos and newsletter articles as assigned.</p> <p>Timely and accurately enter required information into the Weekly Tracking Report.</p> <p>Attend and actively participate in all Compliance and Asset Management Division staff meetings, as well as Real Estate Development Department staff meetings.</p>
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Knowledge, Skills and Abilities (KSA)	<p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals of diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to work well in a team environment.</p> <p>Able to think logically and analytically. Proactive in anticipating and alerting others to problems with projects or processes. High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines.</p> <p>Proficient in basic computer skills, including Microsoft Word, Excel, Outlook, Power Point, Internet usage, etc.</p> <p>Proficient in basic mathematics.</p>
Education, experience, degrees, licenses, etc.	<p>Post-secondary education.</p> <p>Preferred 2-3 years of experience in affordable housing, specifically compliance or management.</p> <p>Certification in RHTC and HOME compliance, or ability to obtain certification within first year of position.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations across Indiana periodically throughout the year.</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.